

**CITY OF SOMERVILLE
MAYOR JOSEPH A. CURTATONE
COUNCIL ON AGING**

**Snow Shoveling Referral Program
Application Form**

Personal Information

Name of Senior Participant: _____

Address: _____

City: Somerville **Zip Code:** _____

Age: _____

Sex: _____

Home Telephone Number: _____

Cell Telephone Number: _____

Job Required: (circle jobs as needed)

Sidewalks & Steps(min. 36 inch path) = \$20

Driveway One Spot Only = \$20

Corner Lots = \$50

One Parking Spot on Street = \$25

***** In case of extremely heavy snowfalls, price will differ and/or your match person may not be able to do the jobs.**

By signing below, I am requesting to participate in the Somerville Council on Aging/ Somerville Community Youth Program's Shoveling Referral Program. I understand that I will be paired with a young person from the area that will be responsible for my home. I will pay the youth the above-agreed amounts as to my needs. I will make arrangements with the young person to shovel my snow in a timely manner and will pay them for their services. Shovelers are not allowed to use snow blowers and I will provide the snow shovel. I understand that the program cannot guarantee me a shoveler or the work of the shoveler.

If you agree with the above conditions, please sign and date below in the space provided.

Signature _____

Date _____

Council on Aging _____

Assigned to _____

WAIVER OF LIABILITY

In consideration of participation in the city's snow shoveling referral program ("program"), I acknowledge and understand that I do so at my own risk and I voluntarily enter into this Waiver of Liability. I understand that my participation creates no contractual agreement with the City of Somerville beyond this Waiver of Liability, and that my agreement is between the snow shoveler and myself, without any involvement in any manner by the City of Somerville.

I hereby release the City of Somerville ("City"), its officers, employees, agents and servants from any liability for any action or inaction by the snow shoveler that may result in personal injury to me, or to any person entering upon my property, and I will indemnify and save harmless the City, its officers, employees, agents and servants from any liability resulting from any legal action I institute or any legal action taken against me, for any personal injury resulting from the removal of snow or failure to remove snow by a participant in this program.

It is further understood and agreed that this is a complete Waiver of Liability, that there are no other written or oral understandings or agreements, directly or indirectly, connected with this Waiver of Liability, and that this Waiver of Liability contains the entire agreement between the undersigned and the City of Somerville. This Waiver of Liability shall be construed that whenever applicable, the use of a singular number shall include the plural number and the use of the plural number shall include the singular number and shall be binding upon and inure to the benefit of the successors, assigns, representatives and legal representatives of the undersigned and the City of Somerville.

I HEREBY DECLARE THAT I HAVE HAD THE OPPORTUNITY TO DISCUSS THIS WAIVER OF LIABILITY WITH AN ATTORNEY, AND I UNDERSTAND, ACCEPT, APPROVE AND ADOPT ALL OF THE TERMS OF THIS WAIVER OF LIABILITY.

IN WITNESS WHEREOF, and intending to be legally bound hereby, the undersigned has set his hand and seal as of the date written below.

PROPERTY OWNER'S SIGNATURE

PRINTED NAME

_____, Somerville, Mass.

PROPERTY ADDRESS

Date: _____, 20____



CITY OF SOMERVILLE, MASSACHUSETTS

PERSONNEL OFFICE

JOSEPH A. CURTATONE

MAYOR

WILLIAM ROCHE

DIRECTOR OF PERSONNEL

CANDACE COOPER

DEPUTY DIRECTOR OF PERSONNEL

CRIMINAL OFFENDER RECORD INFORMATION (CORI)
ACKNOWLEDGEMENT AND REQUEST FORM

TO BE USED BY ORGANIZATIONS CONDUCTING CORI CHECKS FOR EMPLOYMENT, VOLUNTEER, SUBCONTRACTOR, LICENSING AND HOUSING PURPOSES.

The City of Somerville is registered under the provisions of M.G.L., c. 6, s. 172 to receive CORI for the purpose of screening current and otherwise qualified prospective employees, subcontractors, volunteers, license applications, current licensees and applicants for the rental or lease of housing.

As a prospective or current employee, subcontractor, volunteer, license applicant, current licensee, or applicant for the rental or lease of housing, I understand that a CORI check will be submitted for my personal information to the DCJIS. I hereby acknowledge and provide permission to the City of Somerville to submit a CORI check for my information to the DCJIS. This authorization is valid for one year from the date of my signature. I may withdraw this authorization at any time by providing the City of Somerville written notice of my intent to withdraw consent to a CORI check.

FOR EMPLOYMENT, VOLUNTEER AND LICENSING PURPOSES ONLY:

The City of Somerville may conduct subsequent CORI checks within one year of the date of this Form was signed by me provided, however, that the City of Somerville must first provide me with written notice of this check.

By signing below, I provide my consent to a CORI check and acknowledge that the information provided on Page 2 of this Acknowledgement Form is true and accurate. I also acknowledge receipt of the City of Somerville CORI Policy.

Print Name

Signature

Date

SUBJECT INFORMATION:

Print Last Name	Print First Name	Print Middle Name
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Print Maiden Name (or other name(s) by which you have been known)

Date of Birth

Last Six Digits of Your Social Security Number:	_____	_____	-	_____	_____	_____	_____
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Current and Former Address:

Street Number & Name	City/Town	State	Zip
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Street Number & Name	City/Town	State	Zip
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DO NOT WRITE BELOW THIS LINE

The above information was verified by reviewing the following form(s) of government-issued identification:

Verified By: _____

Print Name of Verifying Employee

Signature of Verifying Employee



City of Somerville CORI Policy Effective February 6, 2012



PURPOSE: To ensure that Criminal Offender Record Information (CORI) checks are processed in accordance with Federal & State Regulations.

POLICY: Where Criminal Offender Record Information (CORI) checks are part of a general background check for all employment, internships and volunteer work, the following practices and procedures will generally be followed with regard to any volunteer, intern, or employee who is 18 years of age or older:

- 1) CORI checks will only be conducted as authorized by of Criminal History Systems Board (CHSB). All applicants will be notified that a CORI check will be conducted. If requested, the applicant will be provided with a copy of the CORI policy;
- 2) An informed review of a criminal record requires adequate training. Accordingly, all personnel authorized to review CORI in the decision-making process will be thoroughly familiar with the educational materials made available by CHSB;
- 3) Unless otherwise provided by law, a criminal record will not automatically disqualify an applicant. Rather, determinations of suitability based on CORI checks will be made consistent with this policy and any applicable law or regulations;
- 4) If a criminal record is received from CHSB, an authorized individual will closely compare the record provided by CHSB with the information on the CORI request form and any other identifying information provided by the applicant, to ensure the record relates to the applicant;
- 5) If the City of Somerville is inclined to make an adverse decision based on the results of the CORI check, the applicant will be notified immediately. The applicant shall be provided with a copy of the criminal record and the organization's CORI policy, advised of the part(s) of the record that make the individual unsuitable for the position, shall be provided a copy of CHSB's Information Concerning the Process in Correcting a Criminal Record and given an opportunity to dispute the accuracy and relevance of the CORI record;
- 6) If the CORI record provided does not exactly match the identification information provided by the applicant, the City of Somerville will make a determination based on a comparison of the CORI record and documents provided by the applicant. The City of Somerville may contact CHSB and request a detailed search consistent with CHSB policy;
- 7) If the City of Somerville reasonably believes the record belongs to the applicant and is accurate then the determination of suitability for the position will be made. Unless otherwise provided by law, factors considered in determining suitability may include, but not be limited to the following:
 - (a) Relevance of the crime to the position sought;
 - (b) The nature of the work to be performed;
 - (c) Time since the conviction;
 - (d) Age of the candidate at the time of the offense;
 - (e) Seriousness and specific circumstances of the offense;
 - (f) The number of offenses;
 - (g) Whether the applicant has pending charges;
 - (h) Any relevant evidence of rehabilitation or lack thereof;
 - (i) Any other relevant information, including information submitted by the candidate or requested by the hiring authority.

The City of Somerville will notify the applicant of the decision and the basis of the decision in a timely manner.

Any employee of the City of Somerville hired before the effective date of this policy, whose is in a position or transferred to a position the requires cash handling, unmonitored interaction with children, senior citizens, or individuals with disabilities may also be subject to a CORI check. If a CORI check conducted on a current employee determines that a said employee is unfit to perform his or her duties, based upon convictions that bear directly on his or her specific position, said employee may be subject to discipline up to and including termination.

Employees shall inform their Department Head of any arrest or criminal complaint within 24 hours of the event after their initial CORI check is executed by the City of Somerville.